



TOWN OF BOXFORD

Kerry C. Stickney, Chief

FIRE DEPARTMENT

6 Middleton Road • Boxford, Massachusetts 01921

978-887-5725

Fax 978-887-9200

Dear Property Owner,

This form is provided to you in an attempt to assist us in keeping our town records up to date. The information below is used in the event of an emergency where you or a family member (or designee) is not present. The names and telephone numbers that you provide us with will greatly assist us in locating you, or someone you designate, should we ever have to enter your home in an emergency. *The information that you forward to us will be kept strictly confidential* and may be changed or eliminated at any time.

Thank you for your prompt attention to this matter.

Sincerely,
Kerry C. Stickney
Fire Chief

CONFIDENTIAL

Town of Boxford
Fire Department
6 Middleton Road
Boxford, MA 01921

CONTACT FILE UPDATE

Date: _____

Location of Property: _____

Name of Property Owner: _____

Home Phone Number: _____

Friends/Relatives names and telephone numbers to be called (in order) in case of an emergency:

1. _____
2. _____
3. _____

In addition to the information above if there is anything else you deem important for us to know (i.e.: Family members on full time Oxygen, Handicap Family members, etc.) please use the space on the reverse side of this form. This information again is held in the strictest confidentiality, and is only used to tailor our response to an emergency at your home.

Please return this form to us at your earliest convenience. – Fire Prevention